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UNITED STATES
DEPARTMENT OF AGRICULTURE

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U. S. Department of Agriculture

RULES FOR

INTERLIBRARY LOANS

United States Department of Agriculture
U. S. Department of Agriculture

WASHINGTON, D. C.

1939

RULES FOR INTERLIBRARY LOANS

Attention is called to the following rules of this library in regard to interlibrary loans. A strict observance of these rules on the part of librarians and scientists and a critical elimination of all unimportant and unnecessary requests will greatly facilitate the work and lessen the expense and risk involved in such loans.

Loans Made to Libraries and Research Workers

Books are lent to other libraries for the use of investigators engaged in serious research, in cases where such lending will not interfere with the work of the Department. The material lent may not include books in frequent use in the Department; books that should be in the local library; textbooks or popular manuals; nor books for use in ordinary student work.

Time Limit

Unless otherwise specified, books are lent for a maximum of 1 month, including the time en route.

Responsibility for Loss

The borrower is responsible for the safe return of the books and is expected to make good any losses or injuries that may occur. Books must be carefully wrapped when returned so that there will be no danger of injury to book or binding.

Cost of Carriage

Packages are usually sent by *express collect* and are to be returned by *express prepaid* or by *insured parcel post*. Cost of carriage is to be borne by the borrower with the following exceptions:

1. To United States Department of Agriculture employees in the field, publications are sent under frank, registered in most cases. They may be returned by registered mail under Department frank, with registration fee paid by the borrower, or by express prepaid. Recent unbound issues of American periodicals may be returned unregistered.

2. To agricultural colleges and experiment stations, publications *are sent* under Department frank but must *be returned*, either by express prepaid or by insured parcel post, at the expense of the borrower.

Requests To Be Made Through Libraries

Requests from agricultural colleges and experiment stations should be made through the college or station library unless the library is not so organized as to be able to attend to such loans.

Film Copies and Photoprints

Since the establishment of the Biblionfilm Service, with which this library has a co-operative arrangement, borrowers have been urged to order, insofar as possible, micro-

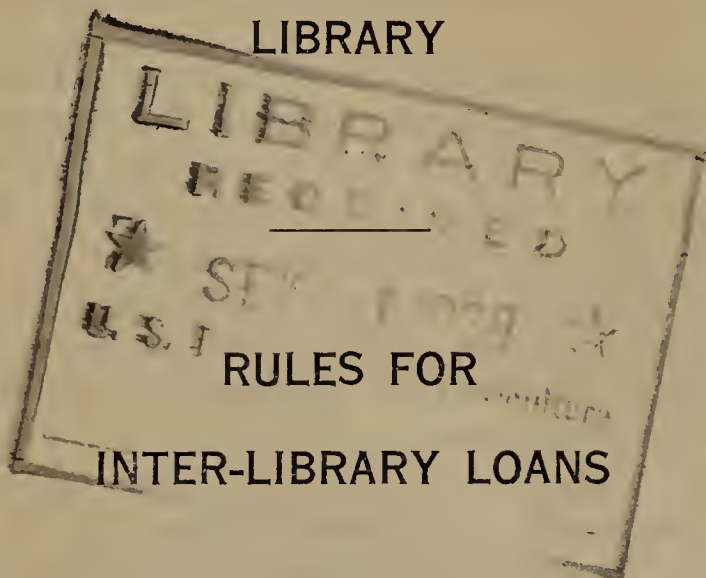
film copies of short articles or portions of books in place of borrowing the books themselves. The Bibliefilm Service also makes photoprints (legible without optical aid) from the films if desired. The charge at present is (1) a service charge of 20 cents *for each item*, plus (2) one cent a page for microfilms, or 10 cents a page for photoprints. Full information will be sent on application to the Bibliefilm Service, *Care* Library, United States Department of Agriculture (*not* the library direct).

Bibliographical References

Borrowers are urged to give as full a reference as possible when requesting either a loan or a copy. The reference should include date of publication of both books and periodicals, and author, title, and pages of articles in periodicals. This information is desired because (1) references are often incorrect and information as to the author and title of the article may prevent the sending of the wrong volume, or the necessity of writing for more information; (2) the volume of the periodical may be unbound, in which case only a single number need be sent; (3) the article can sometimes be supplied in separate form, either as a reprint or by being photographically copied.

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RULES FOR
INTER-LIBRARY LOANS

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1. Books are lent to other libraries for the use of investigators engaged in serious research, in cases where such lending will not interfere with the work of the Department. The material lent may not include books in frequent use in the Department; books that should be in the local library; textbooks or popular manuals; nor books for use in ordinary student work.

2. Unless otherwise specified, books are lent for one month, including the time en route.

3. The borrower is responsible for the safe return of the books and is expected to make good any losses or injuries which may occur. Books must be carefully wrapped when returned so that there will be no danger of injury to book or binding.

4. Cost of carriage must be borne by the borrower. Books will be forwarded by express (charges collect) whenever it is deemed necessary on account of their size or value. Certain books, however, may be sent by parcel post if the cost of postage and insurance be

refunded. In the case of U. S. Department of Agriculture employees in the field, publications are sent under the Department frank and a frank is forwarded for their return. The cost of registration, if return is to be made by registered mail, must be paid by the borrower. In the case of publications lent for use in the official work of the State agricultural colleges and experiment stations, publications are also sent under the Department frank, but must be returned at the expense of the borrower, either by express or insured parcel post.

5. It is preferred that requests from agricultural colleges and experiment stations be made through the college or station library, if the library is so organized as to be able to attend to such loans.

6. Borrowers are urged to give as full a reference as possible when requesting loans, including date of publication of both books and periodicals, and author, title and pages of articles in periodicals. This is desirable for the following reasons: The article can sometimes be supplied in separate form; the volume of the periodical may be unbound, in which case only a single number need be sent; references are sometimes incorrect and information as to the author and title of the article may prevent the sending of the wrong volume; if the article is short and the volume large, it may be desirable to have the article copied.

